

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

612-115

This Schedule Supersedes Schedule 612-38

RECORDS RETENTION AND DISPOSAL SCHEDULE

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Department of Licensing and Regulation

Racing

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>License Application:</p> <p>Letter size color coded; pink is renewal white is original. These two applications are used for all license categories. These applications are closed out every calendar year. Upon renewal each applicant receives a new license number.</p>	<p>Retain for two (2) years and audit, then destroy.</p>
2.	<p>Master Index Cards:</p> <p>These 5x8 index cards contain the licensees name, address, SS number, DOB, license history and workers compensation insurance information.</p>	<p>Retain permanently. Transfer periodically to the Archives.</p>
3.	<p>Hearing Case Folders:</p> <p>These files contain all records regarding hearings conducted by the Commission.</p>	<p>Retain permanently. Transfer periodically to the Archives.</p>
4.	<p>General Administrative Correspondence:</p> <p>These files contain information on the day to day operation of the Commission.</p>	<p>Retain for five (5) years and destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

DEC. 19 1981

8-21-91
Date

Roger M. Smith
Signature

Director
Title

Date

Edward C. Pappas
Signature

State Archivist

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